



RAUNAQ EPC INTERNATIONAL LIMITED

Regd. Office: 20 K.M. Mathura Road, P.O. Amar Nagar, Faridabad-121003 (Haryana)
Tel.: +91 (129) 4288888, **Fax:** +91 (129) 4288822-23, **Website:** www.raunaqinternational.com
E-mail: info@raunaqintl.com, **CIN:** L51909HR1965PLC034315

NOTICE OF ANNUAL GENERAL MEETING AND REMOTE E-VOTING INFORMATION

NOTICE is hereby given that the 55th Annual General Meeting (AGM) of the members of Raunaq EPC International Limited will be held on Monday, the 31st August, 2020 at 12:00 P.M through Video-Conference (VC)/Other Audio-Visual Means (OAVM) to transact the business set out in the Notice which has already been sent to the shareholders for convening the Annual General Meeting.

In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its Circular No. 20 dated 05th May, 2020 read with Circular No. 14 dated 08th April, 2020 and Circular No. 17 dated 13th April, 2020 ("MCA Circulars") permitted the holding of Annual General Meeting through VC or OAVM without the physical presence of Members at a common venue. In compliance with these MCA Circulars and the relevant provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Regulations"), the Annual General Meeting of the Members of the Company will be held through VC/OAVM.

The Notice of the Annual General Meeting along with the Annual Report for the financial year 2019-20 has been sent only by electronic mode to those Members whose email addresses are registered with the Company/Depositories in accordance with the aforesaid MCA Circulars and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May, 2020 issued by the Securities and Exchange Board of India ("SEBI"). The instructions for joining the Annual General Meeting are provided in the Notice of the Annual General Meeting. Members attending the meeting through VC/OAVM shall be counted for the purposes of reckoning the quorum under Section 103 of the Companies Act, 2013.

In terms of the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and further amendments thereto and Regulation 44 of the Regulations, the Company is pleased to provide remote e-voting (voting from place other than venue of AGM) facility to the Shareholders for transacting the business at the above said AGM scheduled to be held on Monday, the 31st August, 2020 through remote e-voting platform of Link Intime India Private Limited (LIPL). All the members are informed that (a) the business as set out in the notice of 55th AGM may be transacted by remote electronic voting; (b) the date of completion of sending of notice of 55th AGM is 07th August, 2020; (c) the remote e-voting shall commence on 28th August, 2020 at 9:00 A.M.; (d) the remote e-voting shall end on 30th August, 2020 at 5:00 P.M.; (e) the cut-off date for reckoning the rights for remote e-voting is 24th August, 2020; (f) persons who have acquired shares and become members of the Company after sending of notice and holding shares as on the cut-off date i.e. 24th August, 2020 may obtain the login ID and password by sending a request at rajiv.ranjan@linkintime.co.in or delhi@linkintime.co.in; (g) the remote e-voting shall not be allowed beyond 5:00 P.M. on 30th August, 2020; (h) the members attending the meeting through VC/OAVM who have not casted their vote by remote e-voting shall be able to exercise their right at the meeting by casting their votes through electronic means; (i) a member may participate in the AGM even after exercising his/her right to vote through remote e-voting but shall not be allowed to vote again in the meeting; (j) a person whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on cut-off date 24th August, 2020 only shall be entitled to avail the facility of remote e-voting as well as voting in the AGM; (k) the Notice of 55th AGM is available on the Company's website i.e. www.raunaqinternational.com; on the website of the Stock Exchange i.e. www.bseindia.com and on LIPL's website i.e. www.instavote.linkintime.co.in and (l) for the process and manner of remote electronic voting, members may go through the instructions in the Notice of 55th AGM or visit LIPL website www.instavote.linkintime.co.in and in case of queries members may refer to the Frequently Asked Questions (FAQs) for members and remote e-voting user manual for members under the Help section of www.instavote.linkintime.co.in or contact Mr. Rajiv Ranjan, Assistant Vice President-e-voting, Link Intime India Private Limited, C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400083, at E-mail ID: enotices@linkintime.co.in or at telephone no. 022-49186000 who will also address the grievances connected with the electronic voting. Members may also write at the above mentioned e-mail ID or Registered Office address.

Process for Registration of email ID and Bank Account details:

In case the shareholder's email ID is already registered with the Company/its Registrar & Share Transfer Agent "RTA"/Depositories, log in details for e-voting are being sent on the registered email address.

In case the shareholder has not registered his/her/their email address with the Company/its RTA/Depositories and/or not updated the Bank Account mandate for receipt of dividend, the following instructions to be followed:

- (i) Kindly log in to the website of our RTA, Link Intime India Private Limited, www.linkintime.co.in under **Investor Services>Email/Bank detail Registration** - fill in the details, upload the required documents and submit.
- (ii) **In the case of Shares held in Demat mode:**

The shareholders may please contact the Depository Participant ("DP") and register the email address and bank account details in the demat account as per the process followed and advised by the DP.

Further details of the above are available on the website of the Company i.e. www.raunaqinternational.com and the Stock Exchange website i.e. www.bseindia.com.

For **RAUNAQ EPC INTERNATIONAL LIMITED**

Sd/-

Sachit Kanwar
Joint Managing Director

Place: Faridabad
Dated: August 07, 2020